District 04-01	03/20/2012	Department of General Services	Page 1 of 26
Court	Date	Records Management Division 7275 Waterloo Road (Rte. 175)	51469-2241
Calvert County		P.O. Box 275	Forward three (3) copies
County		Jessup, Maryland 20794-0275	to address at left.

		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
į	Traffic Traffic Citations-old serious traffic folders	2219	Sec IV 2 a, b,c	1/1/2007- 12/31/2007	40		
	Closed in 2007						

	Closed in 2007							
	Destruction Approved by Maryland State Archives Destruction Certification						l	
4/4/2 Dat	2012 Hours Joseph State Archivist		Signature of	f Court O	official	Title		Date
DGS 550	-9 (Rev. 03/2010) Inst	tructions for Preparation	and Submiss	ion on next	t page			

District 04-01	03/20/2012	Department of General Services	Page 2 of 26
Court	Date	Records Management Division 7275 Waterloo Road (Rte. 175)	51469-2241
Calvert County		P.O. Box 275	Forward three (3) copies
County		Jessup, Maryland 20794-0275	to address at left.

		Authoriz	ation				-
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Note: Electronic Recordings for year 2007 Note: Electronic Recordings for the period January 8 - 12, 2007 will be retained permanently for archival purposes.	2219 2219 2219 2219	Sec II 2 Sec III 3 Sec. IV 2 a, b,f Sec VI 2	1/1/2007-12/31/2007	1		
	Closed in 2007	·					

Closed in 20	07			
	ved by Maryland State Archives		Destruction Certif	fication
4/4/2012 Date	State Archivist	Signature of Court Official	Title	Date
DGS 550-9 (Rev. 03/2010	·	of for Proposition and Sulphinis	Titte	Date

District 04-01	03/20/2012	Department of General Services	Page 3 of 26
Court	Date	Records Management Division 7275 Waterloo Road (Rte. 175)	51469-2241
Calvert County		P.O. Box 275	Forward three (3) copies
County		Jessup, Maryland 20794-0275	to address at left.

		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Criminal Records Criminal cases expunged in 2007	2219	Sec IV 2 d	1/1/2007- 12/31/2007	4		
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	Closed in 2007						

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Closed in 2007	7							
	d by Maryland State A				Dest	ruction Cer	tification	
<u>4/4/2012</u> 2	State Archivist	mpu	Signature of	of Court Off	ficial	Title		Date
DGS 550-9 (Rev. 03/2010)		Instructions for Prepara	ation and Submis	sion on next p	oage			

District 04-01	03/20/2012	Department of General Services	Page 4 of 26
Court	Date	Records Management Division 7275 Waterloo Road (Rte. 175)	51469-2241
Calvert County		P.O. Box 275	Forward three (3) copies
County		Jessup, Maryland 20794-0275	to address at left.

		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Criminal Civil Citations and Municipal Infraction Cases	2219	Sec IV 2 a, b,c	1/1/2007 - 12/31/2007	5		
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	Closed in <u>2007</u>						-

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Closed in 2007			<u></u>				
Destruction Approved by Maryland St	Destruction Approved by Maryland State Archives Destruction Certification						
4/4/2012 Leverle	genfu						
Date State Archi	vist	Signature of	of Court C	Official	Title		Date
DGS 550-9 (Rev. 03/2010)	Instructions for Prepa	ration and Submis	sion on nex	t page			

District 04-01	03/20/2012	Department of General Services	Page 5 of 26
Court	Date	Records Management Division 7275 Waterloo Road (Rte. 175)	51469-2241
Calvert County		P.O. Box 275	Forward three (3) copies
County		Jessup, Maryland 20794-0275	to address at left.

		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Criminal Natural Resources cases	2219	Sec IV 2 a, b,c	1/1/2007- 12/31/2007	5		
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	Closed in 2007						

	Closed in 2007				
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Destri	uction Approved by Maryland State Archives		Destruction Cer	tification	
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District 04-01	03/20/2012	Department of General Services	Page 6 of 26
Court	Date	Records Management Division 7275 Waterloo Road (Rte. 175)	<u> 51469-2241</u>
Calvert County		P.O. Box 275	Forward three (3) copies
County		Jessup, Maryland 20794-0275	to address at left.

	·	Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Criminal Criminal, Petty Offense Citations & Fugitive Warrant Cases	2219	Sec IV 2 a, b, c	1/1/2007- 12/31/2007	40		
i	Closed in 2007						

Close	d in <u>2007</u>							
Destruction	Approved by Marylan	d State Archives			Dest	ruction Cer	tification	
4/4/2012 Date	Level C State A	- Janen franchivist	Signatur	e of Court Officia	 al	Title		Date
DGS 550-9 (Rev	v. 03/2010)	Instructions	for Preparation and Subn	nission on next page				

District 04-01	03/20/2012	Department of General Services	Page 7 of 26
Court	Date	Records Management Division 7275 Waterloo Road (Rte. 175)	51469-2241
Calvert County		P.O. Box 275	Forward three (3) copies
County		Jessup, Maryland 20794-0275	to address at left.

		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Special Proceedings Emergency Evaluations, Domestic Violence & Peace Order Records - Original Miscellaneous Papers and Exhibits	2219	Sec III 2	1/1/98-12/31/98	10		
	Closed in 1998						

Closed in 1998	<u> </u>						
Destruction Approved by Mar	yland State Archives			Dest	ruction Cer	tification	
4/4/2012 Lever Date Sta	Ic Jacobs te Archivist	Signature o	f Court Official		Title		Date

District 04-01	03-20-2012	Department of General Services	Page 8 of 26
Court	Date	Records Management Division 7275 Waterloo Road (Rte. 175)	51469-2241
Calvert County		P.O. Box 275	Forward three (3) copies
County		Jessup, Maryland 20794-0275	to address at left.

		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Landlord/Tenant Failure to Pay Rent records not involving a judgment for a sum certain	2219	Sec II 2	1/1/2007-12/31/2007	10		
	Closed in 2007						

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Closed in <u>2007</u>							
Destruction Approved by Maryland State Archives Destruction Certification							
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DGS 550-9 (Rev. 03/2010)	Instructions for Prepara	tion and Submis	sion on nex	t page			

District 04-01	03-20-2012	Department of General Services	Page 9 of 26
Court	Date .	Records Management Division 7275 Waterloo Road (Rte. 175)	51469-2241
Calvert County		P.O. Box 275	Forward three (3) copies
County		Jessup, Maryland 20794-0275	to address at left.

		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Landlord/Tenant-Expired Money Judgments Failure to Pay Rent records involving a judgment for a sum certain that have expired	2219	Sec II	1/1/1998- 12/31/1998	10		
	Closed in <u>2007</u>						

Closed in <u>2007</u>	·				
	by Maryland State Archives		Destruction	Certification	
4/4/2012 La	State Archivist	Signature of Court Official	Titl	le	Date
DGS 550-9 (Rev. 03/2010)	Instructions	s for Preparation and Submission on next page			

District 04-01	03-20-2012	Department of General Services	Page 10 of 26
Court	Date	Records Management Division 7275 Waterloo Road (Rte. 175)	51469-2241
Calvert County		P.O. Box 275	Forward three (3) copies
County		Jessup, Maryland 20794-0275	to address at left.

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No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Civil-Dismissed and Satisified Original Civil Cases Settled and Dismissed	2219	Sec II	1/1/2007- 12/31/2007	10		
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	uction Approved by	y Maryland State A	Archives			Dest	ruction Cer	tification	
4/4/ Da	2012 LLe te	State Archivist	mpu _	Signature of	of Court C	Official	Title		Date
DGS 550	9-9 (Rev. 03/2010)		Instructions for Preparat	ion and Submis	sion on nex	t page			

District 04-01	03/20/2012	Department of General Services	Page 11 of 26
Court Date		Records Management Division 7275 Waterloo Road (Rte. 175)	51469-2241
Calvert County		P.O. Box 275	Forward three (3) copies
County		Jessup, Maryland 20794-0275	to address at left.

		Authoriz	zation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Civil-Expired Judgments Sum Certain Judgments entered in 1998 which expired and were closed in 2007	2219	Sec II	1/1/99-12/31/99	14		
	Closed in 2007						

Closed in 2007					
Destruction Approved	by Maryland State Archives			Destruction Certific	cation
4/4/2012 La	State Archivist				
Date	State Archivist	Signat	ure of Court Official	Title	Date
DGS 550-9 (Rev. 03/2010)	Instruction	ns for Preparation and Su	bmission on next page		

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Court	Date	Records Management Division 7275 Waterloo Road (Rte. 175)	51469-2241
Calvert County		P.O. Box 275	Forward three (3) copies
County		Jessup, Maryland 20794-0275	to address at left.

		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Fiscal/Accounting DCA2, DCA 27, bank deposit receipts and statements, cancelled checks, check stubs, cash receipts journals, R-1, R-2, DCA31 reports, expense accounts, transmittal sheets, time cards, purchase orders, receiving reports, warehouse requisitions, deferred payment sheets, daily work folders, cash register back-up tapes, pay batch envelopes, transmittals to the Sheriff, Commissioner transmittals	2219	Sec V 1 c, 2, 3	1/1/2007 - 12/31/2007	10		
	Closed in _2007						

Closed in <u>2007</u>			
Destruction Approved by Maryland State Archives		Destruction Certificat	tion
4/4/2012 Hours Jacobs State Archivist	Signature of Court Official	Title	Date

District 04-01	03-20-2012	Department of General Services	Page 13 of 26
Court	Date	Records Management Division 7275 Waterloo Road (Rte. 175)	51469-2241
Calvert County		P.O. Box 275	Forward three (3) copies
County		Jessup, Maryland 20794-0275	to address at left.

		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Administrative Operations Files Supervisory and Management Reports that require sampling and verification	2219	Sec I	1/1/2007-12/31/2007	10		
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	ed by Maryland State Archives		Destruction Certificat	ion
4/4/2012 Z Bate	State Archivist	Signature of Court Official	Title	Date
DGS 550-9 (Rev. 03/2010)	Instruction	s for Preparation and Submission on next page		

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County		Jessup, Maryland 20794-0275	to address at left.		

		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Traffic Traffic Citations-old serious traffic folders	2219	Sec IV 2 a, b,c	1/1/2006- 12/31/2006	30		
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Destruction Approved by Maryland S	_			Destruction Cer	tification
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District 04-01	03/20/2012	Department of General Services	Page 15. of 26
Court	Date	Records Management Division 7275 Waterloo Road (Rte. 175)	51469-2241
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		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Electronic Recordings for year 2006	2219	Sec II	1/1/2006- 12/31/2006	1		
		2219 Sec III					
	ote: lectronic Recordings for the period December 4th through	2219	Sec. IV 2 a, b,f				
:	December 8th, 2006 willbe retained permanently for archival purposes.	2219	Sec VI 2			·	
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	ed by Maryland State A	rchives			De	struction Ce	rtification	
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Date	State Archivist		Signature of	of Court O	fficial	Title		Date
DGS 550-9 (Rev. 03/2010)		Instructions for Prepara	ation and Submis	sion on next	page			

. [District 04-01	03/20/2012	Department of General Services	Page 16 of 26
	Court	Date	Records Management Division 7275 Waterloo Road (Rte. 175)	51469-2241
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		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Criminal Records Criminal cases expunged in 2006	2219	Sec IV 2 d	1/1/2006- 12/31/2006	3		
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	Closed in <u>2006</u>						

	Closed in 2006							
	uction Approved by Maryland State Archives	,			Des	truction Cer	tification	
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DGS 550	9-9 (Rev. 03/2010) Instructions in	for Preparation	on and Submiss	sion on nex	t page			

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Court	Date	Records Management Division 7275 Waterloo Road (Rte. 175)	51469-2241
Calvert County		P.O. Box 275	Forward three (3) copies
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		Authoriz	zation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Criminal Civil Citations and Municipal Infraction Cases	2219	Sec IV 2 a, b,c	1/1/2006 - 12/31/2006	5		
	Closed in 2006						

Closed in	2006			
Destruction App	proved by Maryland State Archives		Destruction Certific	ation
4/4/2012	State Archivist			
Date	State Archivist	Signature of Court Official	Title	Date

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Court	Date	Records Management Division 7275 Waterloo Road (Rte. 175)	51469-2241
Calvert County		P.O. Box 275	Forward three (3) copies
County		Jessup, Maryland 20794-0275	to address at left.

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No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Criminal Natural Resources cases	2219	Sec IV 2 a, b,c	1/1/2006- 12/31/2006	10		
	Closed in <u>2006</u>						

	Closed in 2006				,						
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DGS 550)-9 (Rev. 03/2010)		Instructions	for Preparati	on and Submiss	sion on nex	t page				

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No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Criminal Criminal, Petty Offense Citations & Fugitive Warrant Cases	2219	Sec IV 2 a, b, c	1/1/2006- 12/31/2006	35		
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		Authoriz	ation		:		
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Special Proceedings Emergency Evaluations, Domestic Violence & Peace Order Records - Original Miscellaneous Papers and Exhibits	2219	Sec III 2	1/1/97-12/31/97	10		
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	Closed in 1997						

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DGS 550-9 (Rev. 03/2010)	Instructions for Preparation	n and Submiss	ion on nex	t page				

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		Authoriz	zation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Landlord/Tenant Failure to Pay Rent records not involving a judgment for a sum certain	2219	Sec II	1/1/2006-12/31/ 2006	10		
	Closed in 2006						

C	losed in 2006			·					
	Destruction Approved by Maryland State Archives Destruction Certification								
4/4/20 Date	State Archivist	Signature	of Court C	Official	Title		Date		
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		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Landlord/Tenant-Expired Money Judgments Failure to Pay Rent records involving a judgment for a sum certain that have expired	2219	Sec II	1/1/1997- 12/31/1997	10		
	Closed in <u>2006</u>						

	Closed in 2006								
Destr	Destruction Approved by Maryland State Archives Destruction Certification								
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DGS 550	-9 (Rev. 03/2010)	Instructions for Preparatio	n and Submiss	ion on nex	t page				

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		Authoriz	zation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Civil-Dismissed and Satisified Original Civil Cases Settled and Dismissed	2219	Sec II	1/1/2006- 12/31/2006	8		
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	Closed in 2006						

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Destruction Approved by Maryland State Archives Destruction Certification							
4/4/2012 La	State Archivist	Signature	of Court Official		Title		 Date
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DGS 550-9 (Rev. 03/2010) Instructions for Preparation and Submission on next page							

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		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Civil-Expired Judgments	2219	Sec II	1/1/98-12/31/98	14		
	Sum Certain Judgments entered in 1998 which expired and were closed in 2006		3	·			
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DGS 550	9-9 (Rev. 03/2010)	Instructions for Preparation and Submiss	sion on next page			•

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		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Fiscal/Accounting DCA2, DCA 27, bank deposit receipts and statements, cancelled checks, check stubs, cash receipts journals, R-1, R-2, DCA31 reports, expense accounts, transmittal sheets, time cards, purchase orders, receiving reports, warehouse requisitions, deferred payment sheets, daily work folders, cash register back-up tapes, pay batch envelopes, transmittals to the Sheriff, Commissioner transmittals	2219	Sec V 1 c, 2, 3	1/1/2006 - 12/31/2006	8		
	Closed in 2000				[

Closed in 2	2006			
Destruction Appr	oved by Maryland State Archives		Destruction Certificat	ion
4/4/2012 Date	Level Joseph State Archivist			
Date	State Archivist	Signature of Court Official	Title	Date
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District 04-01	03/20/2012	Department of General Services	Page 26 of 26
Court Date		Records Management Division 7275 Waterloo Road (Rte. 175)	_51469-2241
Calvert County		P.O. Box 275	Forward three (3) copies
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		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Administrative Operations Files Supervisory and Management Reports that require sampling and verification	2219	Sec I	1/1/2006 -12/31/2006	7		
	Closed in 2006						

	Clared in 2006					s	10	
Closed in 2006 Destruction Approved by Maryland State Archives Destruction Certification								
' Dat	State Archivist -9 (Rev. 03/2010)	Instructions for Preparation	Signature of and Submissi			Title		Date